

INFORMATION TECHNOLOGY COMMITTEE

December 13, 2011

9:00am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Mary Paisley, Kim Winslow, Richard Johnson, Becky Taylor, John Hastie

(1) **Call to Order:** The meeting was called to order at 9:02pm by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Wamsley to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Wamsley, second by Boyle, to approve the minutes from the November 15, 2011 meeting as presented. Voice vote, motion carried.

(5) **Purchase of new printer at Manor:** The Manor needs a printer for their new Online Continuing Education computer that they set up for their nurses, etc. With this printer, they will be able to print off the results of their training. The cost of this printer is \$177.81. Motion by Boyle, second by Winslow, to approve the purchase of the printer for \$177.81. Voice vote, motion carried.

(6) **Backup policy at Manor:** Rich advised that the current setup at the Manor is they have a RAID on their file server which is one level of contingency, but they do not have outside or offsite backups. A motion was made by Boyle, second by Winslow, for the Manor to start sending their differential daily backups offsite. Voice vote, motion carried.

(7) **Purchase of (4) new touch screens, (2) PC's and (2) Ergotron Arms for Hospital:** The Hospital is looking to purchase (4) new touchscreens, (2) PC's, and (2) Ergotron arms for the next phase of the Electronic Health Records for the electronic documentation in the emergency rooms. They have found that the touch screen computers are better suited for the E.R. programs. Each E.R. room will be suited with a touchscreen, computer, and ergotron arm. The other two touchscreens will be placed at the E.R. desk for the nurses and physicians. The total cost of this equipment is \$3,118.72. Voice vote by Boyle, second by Winslow, to approve the purchase of this equipment for the Hospital.

(8) **Purchase of new switch for PAC's for Hospital Radiology Staff:** The Hospital is requesting to purchase a new switch for the Picture Archiving and Communication System for the Radiology department. The cost of this switch is \$874.68. Motion by Winslow, second by Boyle, to approve the purchase of this new switch. Voice vote, motion carried.

(9) **Purchase of new laptop for Emergency Room at Hospital:** The Hospital is requesting to purchase a new laptop for the Emergency Room, to be purchased using money from a BioTerrorism grant. This laptop will be used in the E.R. desk area, and in the event of a Bioterrorism attack. The cost of this laptop is \$919.85. Motion by Boyle, second by Winslow, to approve the purchase of the laptop. Voice vote, motion carried.

(10) **DSL at Hospital and Highway:** The Hospital currently has a T1 line, which is paid for through grant money. They also have a DSL for wireless. Marie and Rich felt that if they switched everything over to DSL, it may slow them down.

Therefore, the next focus would be the Highway. They are still on the radio antennas to the Courthouse. But before we proceed to putting them on DSL, we have to sit down with them to discuss what would have to be done, plan it out, make sure we have all parts, licenses, etc. on hand, before we actually implement it. That way it can be switched over more smoothly than it went with the Manor. Rich said they would also need their own server on-site, which they don't have now.

Ron suggested that Rich write up a plan as to what it would take for the Highway to switch over in regards to equipment and time, and then sit down with Tom Jean to discuss it.

(11) **Firewall issue and new broadband at Courthouse:** Rich advised that there are some non-generic rules taking place on our firewall, so he needs to speak to Jeff Headley at TC Networks about them. Then he can finish things up and switch the broadband.

(12) **IT On-Call/Backup support with Aaron Wolfe:** Rich and Aaron have not had a chance to get together yet to have their "tutorial" on the County's network, etc. And we have not received the contract from Aaron yet either.

(13) **Part-time IT position:** Ron Niemann proposed that we look into getting another half-time employee to help Rich out with the "Help Desk" duties. After a brief discussion, a motion was made by Boyle, second by Wamsley, to create a part-time IT tech support position, with a salary range of \$10-\$15 per hour, based upon experience. Voice vote, motion carried.

(14) **Update on projects from Rich:** already covered in items previously discussed on this agenda

(15) **Approval of IT vouchers:** Kim presented the IT voucher in the amount of \$8,436.50. Items included on this voucher were: the (4) new computers for the Human Service ECS unit, new computer for Health Dept, new computer for Land Conservation Department, the new equipment for the Hospital ER that was presented at today's meeting, the new laptop for the Hospital ER that was presented at today's meeting, the IDP server for Human Services. Motion by Wamsley, second by Boyle, to approve the voucher as presented. Voice vote, motion carried.

(16) **Future agenda items:** DSL at the Highway
Half-time IT tech support position
Update on projects from Rich (Manor, new broadband, IT on-call/backup support with Aaron Wolfe)

(17) **Next meeting date:** January 17, 2012 at 8:30am

(18) **Adjournment:** Motion by Boyle, second by Wamsley, to adjourn the meeting at 10:03am. Voice vote, motion carried.